

DEPARTMENT OF THE ARMY  
Corps of Engineer, Omaha District  
215 North 17th Street  
Omaha, NE 68102-4978

DM 15-1-1

CEMRO-RM-M

Memorandum  
No. 15-1-1

15 April 1997

Boards, Commissions and Committees  
COMMITTEE MANAGEMENT

1. Purpose. This memorandum establishes the policies, procedures and responsibilities for the Omaha District Committee Management Program.
2. Applicability. This memorandum applies to all staff elements within the Omaha District.
3. References.
  - a. AR 15-1, Committee Management.
  - b. ER 15-1-1, Boards, Commissions and Committees.
4. Term. A committee is a group of individuals with collective responsibility to consider, investigate, advise, and report on specific problems or subject areas. The term "committee" applies to any council, board, commission, panel, task force or other similar group, subcommittee, or subgroup. Generally, committees have all or most of the following characteristics:
  - a. Fixed membership.
  - b. A defined purpose.
  - c. Regular or periodic meetings.
5. Categories of Committees.
  - a. Advisory Committee - Any committee that is not composed wholly of full-time officers or employees of the Federal Government, which provides a means of obtaining advice, views, and recommendations from non-Government industrialists, business people, scientists, engineers,

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This memorandum supersedes DM 15-1-1, 15 August 1994.

educators, and other public and private citizens. Authority to establish an advisory committee is by statute, by the President, by the Secretary of Defense, or by the Secretary of the Army.

b. Interagency Committee - Any committee whose membership consists wholly of representatives from two or more departments or agencies of the Federal Government. (The Department of Defense (DOD) is a single agency.) Authority to establish an interagency committee rests with the Secretary of Defense. Membership on the interagency committees sponsored by states, where the District has civil works projects, is not subject to this memorandum.

c. Intra-Army Committee - Any committee whose membership consists wholly of representatives from one DOD component. (For example, committees consisting of members all from the Department of the Army.) Authority to establish an intra-army committee rests with the Secretary of the Army.

d. Command/Agency/Activity Committees - Any committee consisting wholly of representatives of a single Army installation or agency. The installation commander or agency head establishes it solely for matters internal to the command/installation or agency. All District committees are in this category, and the authority to establish these rests with the District Commander.

## 6. Responsibilities.

a. Division and Office Chiefs will:

(1) Assure compliance with the policies in this memorandum. This can be accomplished best by notifying the Committee Management Officer whenever consideration is being given to:

(a) Establishing a committee.

(b) Accepting membership on an external committee.

(c) Having a subordinate accept membership on an external committee.

(2) Submit an MF 158 (Request for Orders/Appointments) to the Committee Management Officer to establish a committee/commission/board or make a change to an existing committee/commission/board or make a change to an existing committee/commission/board.

(3) Before accepting membership on an external committee or having a subordinate accept membership on a committee outside the Omaha District, submit a memorandum to the Committee Management Officer requesting approval. (An exception to this is the interagency committee noted in paragraph 5b above.)

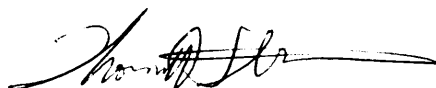
b. Committee Management Officer will:

(1) Assure compliance with the objectives, policies, and procedures specified in AR 15-1 through continuing review of District committee actions.

(2) Upon receipt of MF-158 covering establishment of a committee/commission/ board, or a memorandum requesting membership on an external committee from a division or office chief, either approve or disapprove the request in accordance with AR 15-1.

(3) CEMRO-RM-M will, upon receipt of MF-158, publish MF-175 for distribution as appropriate.

FOR THE COMMANDER:



THOMAS D. STRICKLIN  
LTC, EN  
Deputy Commander

DISTRIBUTION:  
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